



CITY OF HOUSTON

Job Posting

DJB

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

ADMINISTRATIVE COORDINATOR (Part-Time)

Posting Number

PN# 110195

Department

PARKS AND RECREATION

Division

GROUNDS MAINTENANCE

Section

GROUNDS MAINTENANCE

Reporting Location

2999 SO. WAYSIDE

Workdays & Hours

M-F 8:00 A.M. TO 5:00 P.M.*

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The qualified individual will be responsible for conducting analyses, appraisals, recommendations and information concerning field operations activities and programs. Coordinate the planning, research, presentation, promotion and evaluation of proposals bids and cross-departmental projects. Plan initiate, implement and oversee programs and services to meet the immediate and long range needs of Grounds Maintenance e.g. seasonal employment, adopt-a-property programs. Manage administrative support activities such as; contract compliance, inspections, volunteers and human resources. Coordinate division financial operations. Manipulate database tables, merge data from multiple sources and organize data to answer business questions. Attend meetings and conferences. Perform other duties as assigned.

WORKING CONDITIONS

The position is physically comfortable. The individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to candidates having experience making assumptions, drawing conclusion and substantiating opinions. Also able to identify steps to complete large projects and having advanced knowledge of Microsoft Office (e.g. extensive experience with functions, importing/exporting data, etc).

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 24

\$1,419 – \$2048 Biweekly

\$36,894 - \$53,248 Annually

OPENING DATE

May 10, 2006

CLOSING DATE

May 16, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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